

# Record Management Retention and Disposal Guidance

## Contents

1.	Introduction.....	3
2.	Roles and responsibilities .....	4
3.	Record retention.....	5
4.	Record disposal .....	7
Appendix A: Retention schedule .....		9
1.	Applicable to all service areas .....	9
2.	Applicable to Anglia Revenues Partnership .....	10
3.	Applicable to Building Control .....	13
4.	Applicable to Commercial Environmental Health.....	14
5.	Applicable to Communications (Strategic) .....	18
6.	Applicable to Customer and Digital Services .....	19
7.	Applicable to Democratic Services .....	21
8.	Applicable to Economic Development .....	25
9.	Applicable to Elections .....	27
10.	Applicable to Families and Communities .....	29
11.	Applicable to Finance.....	32
12.	Applicable to Fleet Management .....	36
13.	Applicable to Health and Safety .....	38
14.	Applicable to Highways .....	40
15.	Applicable to Housing .....	41
16.	Applicable to Housing Strategy.....	42
17.	Applicable to Human Resources.....	43
18.	Applicable to Information Governance .....	49
19.	Applicable to Internal Audit .....	51
20.	Applicable to Learning and Development.....	52
21.	Applicable to Legal Services.....	54
22.	Applicable to Licensing.....	59
23.	Applicable to Markets .....	62
24.	Applicable to Operations – Facilities .....	63
25.	Applicable to Operations – Leisure .....	66

26. Applicable to Operations – Parking Services .....	69
27. Applicable to Payroll .....	71
28. Applicable to Planning Development.....	73
29. Applicable to Planning Strategy .....	78
30. Applicable to Policy, Planning and Performance .....	80
31. Applicable to Private Sector Housing .....	81
32. Applicable to Procurement.....	84
33. Applicable to Property.....	85
34. Applicable to Waste and Street Scene .....	90
Appendix B: Re-opening High Streets Safely Fund, West Suffolk Council .....	94
How long records should be kept .....	94
What records should show .....	94
Acceptable forms of documentation .....	95

Version 1.1 – published in February 2018  
Version 1.2 – published in July 2021  
Version 1.3 – published in March 2023

For further information please contact: Legal and Governance  
West Suffolk Council  
Email: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk)

# 1. Introduction

1.1 West Suffolk Council holds a vast amount of information relating to specific topics or individuals, as well as records of decisions made by the council and the rationale behind these decisions.

**This guidance (in the main) applies to the records that are listed on the record retention schedule. A 'record' is defined as any piece of information (listed on a record retention schedule) which is created, collected, processed, used, stored and/or disposed of by officers, councillors and agents acting on behalf of the council. In short, records are evidence. However, not all information we create has long-term value or will be listed on the schedule; consideration to this type of information is given in section 3.4 below.**

1.2 It is important that officers and councillors recognise that the records we hold are an important public asset, and are a key resource to effective operation, policy making and accountability. In addition, the council holds information that will be valuable to future generations; this guidance should help to ensure that the council archive records and documents, that are of historical value.

1.3 There are various pieces of legislation which outline retention requirements. These include, but are not limited to:

- Freedom of Information Act 2000 – including the Code of Practice Section 46
- the UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018 (DPA 2018)
- Limitation Act 1980
- various legislation followed by the council when performing a public, or other task.

1.4 When is information 'held'? The Freedom of Information Act 2000 (FOIA) section 3 (2) defines information is held by a public authority if:

- it is held by the authority, otherwise than on behalf of another person
- it is held by another person on behalf of the authority.

Below is an example of a non-exhaustive list of information that could be considered 'held' by the council:

- correspondence:
  - letters
  - emails
  - instant messaging between officers, officers to customers and officers to members (including Teams Chat)
- case notes
- meeting notes
- agenda
- minutes

- contracts
- data sets
- registers
- staff files
- customer files
- planning applications, associated drawings and comment.

1.5 Instant Messaging. As our agile and flexible work practices continue to develop, so do our ways of communicating and we all find ourselves using instant messaging services more (for example, MS Teams Chat, Signal and Text Services). Any of these messages (when stored as part of our accounts) are immediately classed as 'held' under legislation such as the Freedom of Information Act (FOIA) and therefore open to public scrutiny. Therefore, officers must be aware that, if using any instant messaging service to discuss a decision, customer, contract or development and so on, it might form part of a request for information which, if deemed in the public interest, is released into the wider world.

1.6 This guidance provides a record management framework for officers and councillors to use when considering what records, the council should dispose of or retain and the method for reviewing or disposing.

1.7 Any decision on retention or disposal of records should be made in accordance with this guidance to comply with 1.3 above. If you are in doubt about the retention or disposal of a specific record, seek guidance from your line manager, the Data Protection Officer, or their duly authorised representative.

## **2. Roles and responsibilities**

2.1 All council officers are responsible for managing the information they create and receive as part of their normal daily business activities and should familiarise themselves with this guidance.

2.2 All directors and service managers are responsible for the implementation and monitoring of the record management guidance.

2.3 Responsibility for the operational aspect of record management may be delegated by the service manager to one or more officers where required.

2.4 Legal and Governance, with support from the Information Governance Working Group (IGWG), have a responsibility to monitor record management across the council to ensure that service areas:

- retain records to meet the West Suffolk Council business needs and any legal or statutory requirement
- ensure appropriate disposal of records that are no longer required
- protect records that are of historical value
- comply with government directives.

### 3. Record retention

- 3.1 Our retention periods are driven by legislation and/or business need. If there is not a legally defined retention period for corporate information, it is the responsibility of the directorate (with input from Legal and Governance, as required) to determine an appropriate retention period.

We assign clearly defined retention periods to our information to ensure it is kept for the appropriate length of time. Each retention period has four elements:

- trigger – the action which begins the retention period (for example, end of financial year or end of employment)
- retention period – the length of time the information will be kept
- action – either review or dispose:
  - if the action is 'review', the information must be reviewed to ensure it is no longer required before disposal. Outcomes of a review may be 'dispose' or a temporary extension to review again at a future date. Reviewed information will normally be information which has a wide or undefined trigger period, or no legally defined retention period (for example, grants paid out between longer time periods such as periods of pandemic)
  - if the action is 'dispose', this means the information can be disposed of without being reviewed in line with the legislation retention period
- retention source – the legislation covering the information or process, or business need.

- 3.2 A record retention schedule is an essential component of an efficient and effective records management function. The record retention schedule ensures council records are kept for as long as they are needed to meet business needs, comply with legal requirements and are disposed of securely.

- 3.3 Our Retention and Disposal Schedule sets out our retention periods. Information must be kept for the length of time defined in the schedule unless there is a legal requirement to destroy it sooner.

The schedule is arranged by function, rather than by directorate. By following a functional approach, we can ensure that the schedule will not need to change in the event of directorate restructures and that information held by multiple directorates is only captured on the schedule once.

Any proposed additions or changes to retention periods must be sent through to Legal and Governance. Significant changes may need to be signed off at director level.

The schedule is reviewed on a regular basis by Legal and Governance, any queries about the schedule should be raised with Legal and Governance.

3.4 Not all information we create has long-term value; therefore, we should be prepared to sift out redundant, obsolete or trivial (ROT) information during routine housekeeping as part of a 'weeding process'.

'Weeding' does not apply to records included in the schedule, which should only be disposed of once they have reached the end of their retention period.

Information not included in the schedule should be weeded for two reasons:

- to ensure we are not wasting money or space (either digital or physical) by storing ROT information
- to make the process of reviewing and appraising records easier. Sifting through low-value records makes this process more time-consuming.

Below are some common examples of information which are usually of limited value once they are no longer in use and can be weeded through housekeeping. This should not be seen as an exhaustive list.

- Drafts – Draft documents lose value and can become obsolete once a final version has been published. However, on some occasions where significant changes or deviations have taken place, a draft may be retained to show how the final decision was reached.
- Emails – Outlook has an automated retention policy that retains emails for 12 months. It is important that emails are saved to shared spaces, to provide evidence of decisions made or action taken. Once a conversation has reached a significant point, any earlier email from this chain can be disposed.
- Duplicates – We should not retain any duplications. Duplications can lead to multiple versions of information which can cause confusion.
- Research material – Whether developing policy or preparing to give advice, research material may be created or collected, such as notes or copies of guidance from external organisations. The value of this information decreases once the final version has been created.
- Limited long term operational value – Some information may be of importance for only a short period of time and then become redundant. This information should be weeded as soon as it is no longer required.

Weeding should be done on a regular basis to ensure that clutter does not build up over time. It is up to each service to decide a reasonable schedule for housekeeping, based on their resources and the amount of information they generate.

Weeding should cover all information the directorate stores, paper or digital, regardless of the system it is held on. This includes personal drives and desktops.

3.5 Where the council holds records which are considered of historical value, service areas should consider offering these to the Suffolk Records Office through Suffolk County Council prior to disposal.

## 4. Record disposal

4.1 Review. When information has reached the end of its retention period it may need to be reviewed to ensure that it is no longer required. Information that has an action to 'dispose' on the schedule can be disposed of securely (as per the table below) without a review.

Where a review is required, the service (assisted by Legal and Governance) should consider the relevant information and decide whether it can be disposed of.

Information should only be retained beyond its retention period in limited circumstances. When conducting a review, the following factors should be taken into account:

- Is the information required to fulfil statutory or regulatory requirements?
- Is the information the subject of an information request or relate to information recently disclosed in a response?
- Is retention required to evidence events in the case of a dispute?
- Is there another demonstrable business need for retaining the information?

If the information is deemed to still be required, an extension can be given, based on the need; the information is to be reviewed again at the end of the further extension.

4.2 Disposal. When records are no longer required by the council, they should be securely disposed of. The table below should be used as a guide to select an appropriate method for disposing of a record:

Media type	Suggested method of disposal
Paper records	Recycled unless considered confidential. Shredded if the record contains confidential records.
Electronic storage – ICT servers	Disposed from live storage and disposed from backups as part of natural cycle.
Electronic storage – hard drives, USB, CDs	Provide to ICT for environmentally friendly disposal or for secure destruction if the electronic storage contains confidential records.
Microfilm or other small format physical storage	Recycled unless considered confidential. Shredded if the record contains confidential records.
Magnetic tape (computer data and audio or video tape)	Recycled unless considered confidential. Shredded if the record contains confidential records.

4.3 It is good practice for a record of disposal to be retained by the service area.

- 4.4 Premature disposal of documents could result in inability to defend claims against the council, operational difficulties and failure to comply with the Freedom of Information Act 2000 and the Data Protection Act 2018.
- 4.5 Delayed disposal of documents could result in sanctions against the council if these documents are subsequently breached.
- 4.6 Advice should be sought from the Data Protection Officer or their duly authorised deputy if in doubt regarding the appropriate time to review or dispose of a record.



## Appendix A: Retention schedule

### 1. Applicable to all service areas

		Retention trigger	Retain for	Action	Retention source	Comment
1.1	All records relating to responses made by councils to external consultations	Year record created	3 years	Dispose	Business Requirement	
1.2	All records relating to the development and monitoring of annual business plans	Year record created	3 years	Review	Business Requirement	Year records created or until superseded
1.3	All records relating to grants paid to businesses through COVID-19 grants programmes (for example, Local Restrictions Support Grant, Additional Restrictions Grant, Restart Grant)	Year record created	10 years	Review	Government guidance. FAQs on COVID-19 business grants, 2 June 2021	Covid 19 grant programmes commenced in March 2020 and the last grant will close March 2022
1.4	All records relating to the Re-opening High Streets Safely Fund	After the last aid is granted	10 years	Review	Article 140(1) of Regulation (EU) No 1303/2013	Scheme closes in 2023
1.5	All records relating to debt recovery	Retain from close of recovery case	6 years	Review	Limitation Act 1980 (Section 2)	
1.6	All formal records relating to the management of projects where there is a small (or no) budget involved	Retain from last action on project	6 years	Dispose	Limitation Act 1980 (Section 2)	
1.7	All formal records relating to the management of projects which end with a contract under seal	Retain from last action on project	12 years	Dispose	Limitation Act 1980 (Section 2)	
1.8	All formal records relating to the management of projects which end with a contract under signature	Retain from last action on project	6 years	Dispose	Limitation Act 1980 (Section 2)	

## 2. Applicable to Anglia Revenues Partnership

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
2.1	All records relating to council tax band reductions	From year records created	6 years	Review	Business requirement	Network storage
2.2	All records relating to council tax benefit appeals	Retain from date appeal resolved	6 years	Review	Business requirement	Network storage
2.3	All records relating to council tax benefit back claims	Retain from last action	6 years	Review	Business requirement	Network storage
2.4	All records relating to current claims for council tax benefit	Retain from last action on the claim	6 years	Review	Business requirement	Network storage
2.5	All records relating to new claims for council tax benefit	From year records created	6 years	Review	Business requirement	Network storage
2.6	All records relating to the overpayment of council tax benefits	Retain from date overpayment resolved	6 years	Review	Business requirement	Network storage
2.7	All records relating to the renewal of council tax benefits	From year records created	6 years	Review	Business requirement	Network storage
2.8	All records relating to discounts made to council tax	From year records created	6 years	Review	Business requirement	Network storage
2.9	All records relating to refunds made relating to council tax	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.10	Notifications of people claiming benefits who is admitted to hospital must notify the local authority that deals with their claims for housing and council tax benefit	From year records created	6 years	Review	Business requirement	Network storage
2.11	All records relating to the detection and prosecution of benefit fraud	Retain from date case resolved	6 years	Review	Business requirement	Network storage
2.12	All records relating to the management of housing benefit appeals	Retain from date appeal resolved	6 years	Review	Business requirement	Network storage

2.13	All records relating to back dated claims for housing benefit	Retain from date claim resolved	6 years	Review	Business requirement	Network storage
2.14	All records relating to current claims for housing benefit	From year records created	6 years	Review	Business requirement	Network storage
2.15	All records relating to the renewal of housing benefit	Retain from date of renewal	6 years	Review	Business requirement	Network storage
2.16	All records relating to reduction in business rates to business owners	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.17	All records relating to refunds made relating to business rates	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.18	All records relating to the implementation and management of a business rate supplement	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.19	All records relating to enquiries about business rates accounts	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.20	All records relating to the provision of the business rates annual notification to businesses	From year records created	6 years	Review	Local Government Finance Act 1992	Network storage
2.21	All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice given might be actionable	Retain from date advice given	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
2.22	All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties where the advice is not actionable	Retain from date advice given	3 years	Review	Business requirement	Network storage

2.23	All records relating to applications for and management of universal credit	From year record created	6 years	Review	Business requirement	Network storage
2.24	All records relating to debt enforcement	From year record created	6 years	Review	HMRC Compliance Handbook Manual CH15400	Network storage
2.25	Case files relating to debt recovery	From date the case closed	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
2.26	All records relating to the determination of private rents for those in receipt of housing benefit	From year record created	6 years	Review	Business requirement	Network storage
2.27	All records relating to discretionary housing payments	From date of payment	6 years	Review	Business requirement	Network storage
2.28	All records relating to the provision of Local Housing Allowance schemes	From date of decision	14 months	Review	Business requirement	Network storage
2.29	All records relating to the provision of the business rates annual notification to businesses	From year record created	6 years	Review	Local Government Act 1992	Network storage

### 3. Applicable to Building Control

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
3.1	All records relating to actions taken to enforce the Building Control Regulations	Date file closed	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Uniform
3.2	All records relating to the process of approving and inspecting building work for the purpose of insuring compliance with building regulations.	Property and record completed prior to June 2022 - Records kept from date of completion inspection then records disposed.	30 years	Dispose	The Building Safety Act 2022 Building Control Performance Standards 2014	Network storage Uniform
3.3	All records relating to the process of approving and inspecting building work for the purpose of insuring compliance with building regulations.	Property and record completed after June 2022 - Records kept from date of completion inspection then records disposed.	15 years	Dispose	The Building Safety Act 2022 Building Control Performance Standards 2014	Network storage Uniform
3.4	All records relating to the management of dangerous structures	Date file closed	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Uniform
3.5	All records relating to demolition control	Date file closed	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Uniform
3.6	All records relating to demolition enforcement	Date file closed	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Uniform

## 4. Applicable to Commercial Environmental Health

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
4.1	All records relating to the reporting of accidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995)	Date of incident	40 years	Review	RIDDOR 1995	M3
4.2	All accidents relating asbestos	End of investigation	40 years	Review	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)	Network storage M3
4.3	Accident records book	Date of incident	3 years	Review	RIDDOR 1996	Network storage M3
4.4	Health and safety prosecutions register	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.5	All records relating to checks on local businesses and business premises to ensure that safe and healthy working conditions are provided for all employees and visitors	From date of check	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.6	All records relating to health and safety training provided to employees by local authorities	From date qualification expires	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3

4.7	All records relating to the provision of occupational health and safety training courses for managers and staff of local businesses	From date qualification expires	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.8	All records relating to the process by which the councils ensure that all work premises are safe for employees and visitors to them and that accidents are prevented wherever possible	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.9	All records relating to the provision of work health and safety advice and training	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.10	All records relating to advice and support given to businesses about food and health and safety	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.11	All records involved in the monitoring, inspection, testing for Legionnaires Disease and checking of results, all records relating to the registration of cooling towers, including details of the state of operation of the system	Year record created	40 years	Review	The Control of Substances Hazardous to Health Regulations 2002	Network storage M3
4.12	All records relating to the enforcement of the smoking ban	From date of enforcement action	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.13	All records relating to the provision of guidance leaflets and materials for organisers of firework displays for the public, retailers selling fireworks, schools and the media, including the firework safety code	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3 HSE website and SCC Trading Standards website

4.14	All records relating to environmental health complaints and enquiries	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.15	All records relating to the provision of food hygiene training courses for managers and staff of local businesses	Date qualification expires	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.16	Food intervention questionnaires	Date premises cease to trade	7 years	Review	Records relating to interventions must be retained on file for at least seven years, unless required for longer retention because of litigation or a review by the LGO or following an instruction by the Food Standards Agency (FSA).	Network storage M3
4.17	All records relating to the investigation of food poisoning/ infectious diseases and contamination incidents	Date investigation concluded	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.18	All records relating to food safety enforcement actions and other related actions	Date enforcement action completed/life of the ban	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3



4.19	All records relating to the management of food safety inspections	Date premises ceases to trade	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.20	All records relating to the registration of food businesses	Date premises ceases to trade	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.21	All records relating to the approval of food premises	Date premises ceases to trade	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.22	All records relating to food safety advice	Year record created	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.23	All records relating to monitoring of food labelling	Year record created	7 years	Review	Limitation Act 1980 (Section 2), Food Law Code of Practice 2015	Network storage M3
4.24	All records relating to the management of requests for information under the Environmental Information Regulations	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3
4.25	All records relating to health and safety campaigns carried out by local authorities	Date of the end of campaign	7 years	Review	Limitation Act 1980 (Section 2)	Network storage M3 and hard copy

## 5. Applicable to Communications (Strategic)

		Retention trigger	Retain for	Action	Retention source	Comment
5.1	All records relating to the accessibility of websites	Year record created	3 years	Dispose	Updated when guidance changes.	Network storage
5.2	All records relating to the creation and management of media and publicity protocols	Date policy/protocol expires	3 years	Dispose	Business requirement	Network storage
5.3	All records relating to the publication of the latest news and public information relevant to the local area.	Year record created	3 years	Dispose	Business requirement	Network storage
5.4	All records relating to permission granted to film/photograph publicly owned buildings	Year image created	5 years	Dispose	Business requirement	Network storage

## 6. Applicable to Customer and Digital Services

		Retention trigger	Retain for	Action	Retention source	Comment
6.1	All records relating to Step 1 and 2 corporate complaints	Year record created (financial year)	6 years	Dispose	Local Government Ombudsman	Network storage
6.2	All records relating to the management of Freedom of Information Requests	Year record created (financial year)	2 years	Dispose	Freedom of Information Act Section 16	Network storage
6.3	All records relating to the processing of overseas pension verification checks	Year record created (calendar year)	1 year	Dispose	Business requirement	Network storage
6.4	All general enquiries received in writing or email relating to general complaints or requests for service where no case or file created on database owned by a service.	Month record created (calendar month)	3 months	Dispose	Business requirement	Network storage
6.5	All records relating to incomplete applications which cannot be registered or processed on relevant service system	Month record created (calendar month)	3 months	Dispose	Business requirement	Network storage
6.6	All documentation relating to the implementation and support of the Council's ICT Infrastructure	Retain from date infrastructure components are commissioned until the date they are decommissioned	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
6.7	All documentation relating to the implementation and support of the Council's line of Business Systems	Retain from date system commissioned until date system decommissioned	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
6.8	All records relating to the management of the ICT service	Year record created	10 years	Dispose	Business requirement	Network storage

6.9	All records relating to street naming and numbering applications	From date of street demolition	6 years	Review	Records are needed for review and investigation in relation to queries and potential future Street Naming Numbering applications, so records will be retained following the Limitation Act 1982 S2 following the demolition of the street	Network storage
-----	--	--------------------------------	---------	--------	---	-----------------

## 7. Applicable to Democratic Services

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
7.1	Members Code of Conduct	Code superseded	For duration until code superseded	Review in case of ongoing action	Business requirement	Network storage
7.2	Complaints against councillors which resulted in no breach being identified or the complaint was not progressed to a decision - all supporting documents and decision	Date complaint concluded	3 years	Dispose	Business requirement	Network storage
7.3	Complaints against councillors which resulted in a breach being identified - all supporting documents and decision	Date complaint concluded	6 years	Dispose	Business requirement	Network storage
7.4	All records relating to the processing of petitions submitted in paper or electronic format	Year records created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
7.5	The council's constitution	Date that the constitution is superseded	1 year	Dispose	Business requirement	Website
7.6	Councillors' declaration of acceptance of office	Date of next election or date member leaves office	18 months	Dispose	Local Government Act 1972 Section 94 (1)	Network storage and hard copy
7.7	Councillors' register of interests	Date of next election or date member leaves office	18 months	Dispose	Local Government Act 2000	Network storage and hard copy

7.8	Councillors' registration on a political group form	Date of next election or date member leaves office	1 year	Dispose	Local Government (Committees and Political Groups) Regulations 1990	Network storage
7.9	Appointments and membership of committees and working groups	Start of the next municipal year	4 years	Dispose	Business requirement	Network storage
7.10	Appointments of members to outside bodies	End of appointment or office	6 years	Dispose	Business requirement	Network storage
7.11	Remuneration scheme and administration of the remuneration panel	From date that the remuneration scheme is superseded	6 years	Dispose	Local Government Act 1972 Section 94 (1)	Network storage and hard copy
7.12	Expense claims and allowances paid to councillors including the publication of this information	Year records created	6 years	Dispose	The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Network storage
7.13	Forward plan of key decisions to be made by the executive	Date that the local authority is abolished	For duration until date of abolishment	Review as historical record	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Network storage

7.14	Signed minutes and decisions of the council and its committees and panels	Available for public inspection for 6 years from date of meeting thereafter date that the local authority is abolished	6 years	Review as historical record	Local Government Act 1972 s100c Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Network storage and hard copy
7.15	Agenda and reports for Council and its committees and panels	Date that the local authority is abolished	For duration until date of abolishment	Review as historical record	Business requirement	Network storage
7.16	Records relating to the administration of Council, Cabinet and committee and panel meetings	Date of next scheduled election to the council	1 year	Dispose	Business requirement	Network storage
7.19	All records relating to the provision of induction and training for new members and ongoing development support to existing members	From date of next election	1 year	Dispose	Business requirement	Network storage
7.20	All records relating to the appointment of Honorary Freemen and Aldermen	Date that the local authority is abolished	For duration until date of abolishment	Review as historical record	Business requirement	Network storage
	All records relating to organising and managing a ceremonial event or civic occasion including any visitors' books, books of condolence, recordings, photographs	From year record created	6 years	Review as historical record	Business requirement	Network storage
	All records relating to mayoral invitations including weekly engagement lists	From the election of a new council	4 years	Dispose	Business requirement	Network storage

	All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities	Date the twinning agreement ends	For duration until end date of agreement	Review as historical record	Business requirement	Network storage and hard copy
	All records relating to expenditure – that is, petty cash and credit card purchases	From year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage



## 8. Applicable to Economic Development

		Retention trigger	Retain for	Action	Retention source	Comment
8.1	All records relating to advice, grants and assistance are available to businesses in taking forward tourism marketing, publicity, and promotional activity to encourage visitors to the local area	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage
8.2	All records relating to the creation and management of business awards	Year record created	1 year	Dispose	Business requirement	Network storage
8.3	All records relating to the provision of business grants to new businesses, existing businesses who want to grow or businesses who want to move to the local area	Date of last grant payment	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage
8.4	All records relating to financial support provided for commercial property development	Date of last payment	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage
8.5	All records relating to the creation and management of business improvement districts (BIDs)	Year record created	20 years	Dispose	Business requirement regarding future ballots	Network storage
8.6	All records relating to the development and publication of economic reports and forecasts	Year record created	6 years	Dispose	Business requirement	Network storage
8.7	All records relating to funding received from the European Union	From start of funding	1 year	Dispose	Business requirement	Network storage
8.8	Funding bids	From last action on the project	12 years	Dispose	Business requirement	Network storage

8.9	All records relating to the management of local economic development	Year record created	12 years	Review	Business requirement	Network storage
8.10	All records relating to the collation and analysis of economic information	Year record created	6 years	Review	Business requirement	Network storage
8.11	Records relating to the provision of advice to new or existing businesses in the area on all aspects of running a business from starting a business to property, tax, employment law, business rates and so on	Year record created	1 year	Review	Business requirement	Network storage
8.12	Information and advice on vacant industrial, office, retail or land and development opportunities in the area	Year record created	6 years	Review	Localism Act 2011	Network storage
8.13	All records relating to the Christmas fayre or Christmas events	Year record created	6 years	Review	Localism Act 2011	Network storage
8.14	All records relating to market development	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
8.15	All records relating to the management of regeneration projects	From last action on project	12 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage

## 9. Applicable to Elections

		Retention trigger	Retain for	Action	Retention source	Comment
9.1	Forms appointing deputy returning officers and the declaration and publication of results	From date of election	6 years	Dispose	Elections Act 2022 & Electoral Administration Act 2006	Network storage
9.2	Records and decisions relating to the creation and management of electoral boundaries	From date the boundary is superseded	Retain permanently for historical purposes	Review	Boundary Commissions Act 1992	Network storage and hard copy
9.3	All records relating to councillor casual vacancies	Year record created	1 year	Dispose	Local Govt Act 1972	Network storage
9.4	Parliamentary candidate nomination papers - home address form	From date of election	21 days	Review	Electoral Administration Act 2006	Hardcopy
9.5	LocalGov candidate nomination papers - home address form	From date of election	35 days	Review	Electoral Administration Act 2006	Hard copy
9.6	All other statutory documents relating to the running of elections and referenda	From date of election	1 year	Dispose	Electoral Administration Act 2006	Hard copy
9.7	Information relating to the staffing of elections and the annual canvass, including payment of staff	From date of election/publication of the register	6 years	Dispose	Electoral Administration Act 2006	Network storage
9.8	Election expenses returns for local government elections and parliamentary elections	From date of election	2 years	Dispose	Electoral Administration Act 2006	Hard copy
9.9	Election expenses returns for parish elections	From date of election	1 year	Dispose	Electoral Administration Act 2006	Hard copy

9.10	The electoral register	From date the register is superseded	Permanently	Review	Elections Act 2022	Network storage and hard copy
9.11	Household forms received as part of the annual canvass	From date the register is superseded	4 years	Dispose	Representation of the People Act 1983 and associated regulations	Network storage
9.12	Absent vote application forms (postal, proxy, postal or proxy)	From removal of the absent vote	1 year	Dispose	Representation of the People Act 1983 and associated regulations	Network storage
9.13	Individual electoral registration forms, special category registration forms, evidence requests	From date the elector was removed from the register	1 year	Dispose	Representation of the People Act 1983 and associated regulations	Network storage
9.14	Individual electoral registration forms, special category registration forms, evidence requests	From date the application was approved	28 days	Dispose	The Voter Identification Regulations 2022 (VID Regs 2022)	Network storage and hard copy
9.15	Relevant documents and information relating to a rejected application for a Voter Authority Certificate	From date the application was refused	1 year	Dispose	The Voter Identification Regulations 2022 (VID Regs 2022)	Network storage and hard copy

## 10. Applicable to Families and Communities

		Retention trigger	Retain for	Action	Retention source	Comment
10.1	All records relating to community grants including communities, facilities, cultural grants, community grants and voluntary organisation grants	Date of last payment	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage, Agresso and hard copy
10.2	All records relating to support and assistance given to residents who are victims of harassment, anti-social behaviour and noise and nuisances	Date of enforcement action or case closure	6 years	Review	Limitation Act 1980 (Section 2)	ECINS
10.3	All records relating to liaison with parish and town council and councillors	Year record created	6 years	Dispose	Limitation Act 1980 (Section)	Network storage (Outlook)
10.4	All records relating to the development of a community strategy	Date strategy expires	4 years	Dispose	Local Government Act 1972 (section 100c)	Network storage
10.5	All records relating to the organisation of activities for young people	From date of activity	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
10.6	All records relating to the creation and management of designated public places orders, community protection notices, community resolutions and historic legislative procedures (anti-social behaviour orders (ASBOs) and so on)	Date order expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
10.7	All documents relation to crime and disorder, police performance data	From date of activity	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage (Outlook)

10.8	All records relating to the provision of advice and support given to those who feel that they are being harassed at home, in the workplace, in public, at school where the advice given is not actionable	From date advice given	3 years	Review	Limitation Act 1980 (Section 2)	ECINS and network storage
10.9	All records relating to links between local people, local organisations, and decision makers.	Year record created	4 years	Dispose	Local Government Act 1972 (Section 100c)	ECINS, network storage and hard copy
10.10	All records relating to the provision of information about recognised groups and organisations that provide advice and support for those who may be in need of community care such as the elderly, disabled or those with learning difficulties	Year record created	1 year	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
10.11	All records in relation to assets of community Value	From case closed	6 months	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
10.12	All records relating to community development and activity – that is, group attendee lists, contact lists, evaluations	From last meeting	1 year	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
10.13	All records in relation to the employment of sessional staff (Crucial Crew)	From last contact	1 year	Dispose	Limitation Act 1980 (Section 2)	Agresso, network storage and hard copy
10.14	All records in relation to the evaluation of Families and Communities projects	Year record created	1 year	Review	Limitation Act 1980 (Section 2)	Agresso, network storage, hard copy and Snap

10.15	All records in relation to the LifeLink project	From case closed	1 year	Dispose	Limitation Act 1980 (Section 2)	Network storage
-------	---	------------------	--------	---------	---------------------------------	-----------------

## 11. Applicable to Finance

		Retention trigger	Retain for	Action	Retention source	Comment
11.1	Case files relating to debt recovery	Retain from close of case	6 years	Dispose	Limitation Act 1980 (Section 2) - review at end of 6 years	Finance information stored on Agresso on the customer account doc archive, and in network storage. Dept responsible for their own records
11.2	All records relating to standard accounting procedures including carry forward, balance sheet, reserves, cash flow, certification of accounts, financial statements and accounting policies	Retain from date the procedures superseded	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage
11.3	All records relating to the banking of monies paid to the council	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Older records retained in hard copy. Finance information stored on Adelante and email archive (remittances)



11.4	All records relating to the receipt of payments made to the council	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Older records retained in hard copy. Finance information stored on Adelante and email archive (remittances)
11.5	Share certificates, stocks, bonds, other securities, together with any appropriate contracts of purchase or sale	Retain from date asset sold/transferred	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.6	All records relating to the creation and implementation of departmental budgets	Year record created	3 years	Dispose	Business requirement	
11.7	All records relating to the creation and implementation of the annual budget for the council	Year record created	6 years	Dispose	Business requirement	
11.8	All records relating to the creation and implementation of partnership budgets	Year record created	3 years	Dispose	Business requirement	
11.9	All records relating to the monitoring and reporting on the annual and departmental budgets	Year record created	3 years	Dispose	Business requirement	
11.10	All records relating to the arrangements of public meetings or other means by which citizens can be consulted on budget plans for the forthcoming year	Year record created	3 years	Dispose	Business requirement	
11.11	All records relating to the publication of council accounts	Year record created	6 years	Dispose	Local Government Finance Act 1992	

10.12	All records relating to the publication of spending plans	Year record created	6 years	Dispose	Local Government Finance Act 1992	
11.13	All records relating to expenditure made by the council including invoices, purchase orders and so on	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.14	Financial records relating to the provision of catering services for functions or refreshments and vending facilities in public buildings	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.15	Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.16	All records relating to the publication of details of council expenditure which can be viewed by local residents	Year record created	1 year	Dispose	Business requirement	
11.17	All records relating to value for money activities	Year record created	6 years	Dispose	Business requirement	
11.18	All records relating the management of local authority financial assets	Retain from date asset destroyed	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.19	All records relating to the investment of local authority funds	Retain from end of investment	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	

11.20	All records relating to the adoption and development of policies and procedures for accounting practice	Retain from date policy superseded	3 years	Dispose	Business requirement	
11.21	All records relating to the collection and publication of a range of performance indicators reflecting the services the authority provides	Year records created	5 years	Dispose	Business requirement	
11.22	All records relating to the calculation of income tax, national insurance, VAT and stamp duties	Retain from end of the financial year to which the records relate	3 years	Dispose	Income Tax (Employment) Regulations 1993	
11.23	External Audit letter	Year records created	5 years	Dispose	Business requirement	
11.24	All records relating to car loan agreements	Retain from financial year in which loan taken out	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	
11.25	Councillors Allowances	Year record created	6 years	Dispose	Business Requirement	
11.26	Payments to Suppliers	Year record created	6 years	Dispose	Business Requirement	
11.27	Purchase orders over £5,000	Year record created	6 years	Dispose	Business Requirement	
11.28	Car Park Income and Expenditure	Year record created	6 years	Dispose	Business Requirement	

## 12. Applicable to Fleet Management

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
12.1	All records relating to the provision of MOT testing of vehicles at an accredited authority run testing station for local citizens and businesses, our own vehicles	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	DVSA or MOT computerisation database
12.2	Driver licence records (including Tacho and driver CPC information)	From termination of service	1 year	Review	Business requirement	Network storage, DVLA
12.3	All records relating to the acquisition and disposal of fleet vehicles (ownership)	Date of ownership terminated	6 years	Review	Limitation Act 1980 (Section 2)	Network storage, R2C Fleet Management System and hard copy
12.4	All records relating to the maintenance of fleet vehicles	Date of maintenance	15 months	Review	Legally required to retain 15 months of rolling maintenance records by DVSA/Traffic Commissioner.	Network storage, R2C Fleet Management System and hard copy
12.5	All records relating to HGV drivers' hours recorded on Tachograph	From termination of service	1 year	Review	Legally required to retain 12 months of driver records by DVSA or Traffic Commissioner	Network storage, Tachograph in vehicle and Logistics UK tacho download software

12.6	Logbooks and other records relating to the ownership of the fleet vehicles which are passed on to the new owner on disposal	Date of sale	Not retained past the date of sale	Review	Business requirement	Network storage, R2C Fleet Management System and hard copy
------	---	--------------	------------------------------------	--------	----------------------	--

### 13. Applicable to Health and Safety

		Retention trigger	Retain for	Action	Retention source	Comment
13.1	All records relating to occupational health and safety for an employee	Date of final entry	8 years	Dispose	Health and Safety at Work Act 1974	Network storage and hard copy
13.2	Health surveillance forms	Retain from date of questionnaire	40 years	Dispose	Health and Safety at Work Act 1974	Network storage and hard copy
13.3	The Register of potentially dangerous persons to employees	Retain from date of incident	6 months	Review	Health and Safety at Work Act 1974	Network storage
13.4	Person details (Peoplesafe)	On device allocation	Not retained past device allocation	Dispose	Health and Safety at Work Act 1974	Device
13.5	Drug and Alcohol testing chain of custody form containing medical information	Date of test	2 years	Dispose	Health and Safety at Work Act 1974	Network storage and hard copy
13.6	All records relating to a major injury	Date of incident	40 years	Dispose	Health and Safety at Work Act 1974	Network storage and hard copy
13.7	All records relating to Health and Safety strategy including policy documents	Date of policy superseded	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
13.8	All records relating to the reporting of an accident or incident involving an adult	From closure of investigation	3 years	Dispose	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Network storage and hard copy

13.9	All records relating to the reporting of an accident or incident involving a child	Date of incident	25 years	Dispose	RIDDOR 1995	Network storage and hard copy
13.10	All records relating to accident reporting where the person is aged under 18 at the time of the accident	Date of incident (retain the date of birth on the individual)	22 years	Dispose	RIDDOR 1995	Network storage and hard copy
13.12	All records relating to safety inspections	Date the equipment is de-commissioned	6 years	Dispose	PUWER or LOLER	Network storage and hard copy
13.13	All records relating to health and safety audit inspections	Date of inspection	5 years	Dispose	Health and Safety at Work Act 1974	Network storage and hard copy
13.14	Personal risk assessments relating to individuals returning to work	Date risk assessment expires	4 months	Dispose	Limitation Act 1980 (Section 2)	Network storage
13.15	All records relating to a personal risk assessment for an employee	From termination of service	3 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
13.16	Process of inspecting equipment	From date of inspection	6 years	Review	PUWER or LOLER	Network storage
13.17	All records relating to COSHH assessments	Date of last assessment	3 years	Review	Control of Substances Hazardous to Health Regulations 2002	Network storage
13.18	All records relating to health and safety risk assessments	Date of last assessment	3 years	Review	Management of Health and Safety at Work Regulations 1992	Network storage

## 14. Applicable to Highways

		Retention trigger	Retain for	Action	Retention source	Comment
14.1	All records relating to the provision and fitting of street name plates	Date street name assigned	3 years	Review	Business requirement Records maintained for reference and to identify previous work undertaken	Network storage
14.2	All records relating to footways, carriageways and public carpark inspections	Date of inspection	7 years	Review	Limitation Act 1980 (Section 2)	Network storage



## 15. Applicable to Housing

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
15.1	All records relating to rent assistance offered to private tenants	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.2	All records related to housing applications	Date of application	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.3	All records related to unsuccessful housing applications	Date of application	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.4	The register of individual housing applications	Date of application	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.5	All records relating to the allocation system (Homelink)	End of tenancy	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.6	All records relating to short term and emergency accommodation for homeless people	Last contact	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.7	All records relating to the provision of hostels and other temporary accommodation	Creation of records	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
15.8	All child and vulnerable adults safeguarding referrals made to Customer First	From date of referral	3 years	Review	Section 11 Children's Act 2004 Health and Social Care Act 2012	Network storage

## 16. Applicable to Housing Strategy

		Retention trigger	Retain for	Action	Retention source	Comment
16.1	All records relating to financial assistance provided to housing associations (retained as corporate reports, presented at Cabinet or Council meetings)	Year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage
16.2	Self-build register applications	Month record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

## 17. Applicable to Human Resources

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
17.1	All records relating to the publication of current job vacancies within the authority	Year record created	1 year	Review	Retain for best practice and reference	Network storage
17.2	All records relating to the administration of placements	Year record created	3 years	Review	Business requirement	Network storage
17.3	Staff questionnaires	Year record created	3 years	Review	Business requirement	Network storage
17.4	All records relating to the administration of apprenticeships	Year record created	Length of apprenticeship and then a further 5 years	Dispose	Apprentice levy	Network storage
17.5	All records relating to the creation, implementation and monitoring of the council's HR policies and strategies	Date policy expires	3 years	Review	Business requirement	Network storage
17.6	Equality and diversity annual workforce report	Year record created	6 years	Dispose	Retain for best practice and reference	Network storage
17.7	Appointment of statutory officers	From date of appointment	5 years	Dispose	Business requirement	Network storage
17.8	All records relating to the transparency of senior salaries	Year record created	1 year	Review	Business requirement	Network storage
17.9	All records relating to an employee's absence due to sickness	Date of absence due to sickness	3 years	Dispose	Business requirement	Network storage
17.10	Casework: disciplinary where the case results in no case to answer	End of investigation	1 month	Review	Limitation Act 1980 (Section 2) and CIPD guidance	Network storage

17.11	Final warning – issued by director, or delegated manager, with a right of appeal to strategic director	Expiration of warning	1 month	Review	Limitation Act 1980 (Section 2)	Network storage
17.12	First warning – issued by senior manager, with a right of appeal to director	Expiration of warning	1 month	Review	Limitation Act 1980 (Section 2)	Network storage
17.13	All records of employees declared interests to anything being transacted or discussed by the council	Year record created	6 years	Dispose	Local Government Act 1972	Network storage
17.14	All records relating to the induction process for new employees or councillors	Date of employment termination or end of term	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.15	Employee training records	Date of employment termination	6 years	Dispose	Business requirement	Network storage
17.16	All records relating to the creation, implementation and monitoring of the council's induction programme	Year record created	1 year	Review	Retain for best practice and reference	Network storage
17.17	All records relating to maternity and paternity leave	Date of final record	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.18	All records relating to the annual appraisal of staff	From creation of record	1 year	Dispose	Retain for best practice and reference	Network storage
17.19	All records relating to the development and implementation of job descriptions and person specifications	Retain from date job description or specification superseded	6 years	Review	Retain for best practice and reference	Network storage
17.20	All records relating to the evaluation of jobs	Retain date job evaluation completed	6 years	Dispose	Equal pay legislation	Network storage
17.21	All records relating to employee eye tests	Records obsoleted by new eye test	1 month	Review	Business requirement	Network storage

17.22	All records relating to the management of the provision of staff references or pre-employment checks	Retain from date of reference	6 years	Dispose	Business requirement	Network storage
17.23	All records relating to recruitment for unsuccessful candidates	Date recruitment is finalised	6 months	Review	Limitation Act 1980 (Section 2)	Network storage
17.24	All records relating to the publication of a policy on redeployment of staff (including additional training where appropriate) in situations where staff are displaced or faced with significant change to their job as a result of internal restructuring	Retain from date policy is superseded	3 years	Review	Limitation Act 1980 (Section 2)	Network storage
17.25	All records relating to individuals who are made redundant	Retain from redundancy date	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.26	All records relating to trade union liaison including consultation, disputes, industrial action, reporting	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
17.27	All records relating to the monitoring of employee absence	From date formal monitoring ended	1 year	Review	Business requirement	
17.28	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the council's interest	From date of employment termination	1 year	Review	Limitation Act 1980 (Section 2)	Network storage
17.29	All records relating to the development and implementation of terms and conditions of employment	Retain from date terms and conditions expired	6 months	Review	Limitation Act 1980 (Section 2)	Network storage

17.30	Criminal Records Bureau or Disclosure and Barring Service: disclosure application	Retain from date completed	6 years	Dispose	Disclosure and Barring Service check requests: guidance for employers	Hard copy
17.31	All records relating to an individual's employment history – voluntary service	From date of employment termination	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.32	Casework – harassment	Retain from date case is resolved	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
17.33	All records relating to staff performance	Retain from date action is completed	5 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
17.34	All records relating to schemes which recognise staff	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage and hard copy
17.35	All records relating to the development and implementation of staff benefits	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
17.36	All records relating to leased vehicle allowances	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage and hard copy
17.37	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the organisation	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage and hard copy
17.38	All records relating to the management of staff consultation and feedback	Retain from date consultation was completed	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy

17.39	All records relating to officers driving their own vehicles on council business	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.40	All records relating to the reorganisation of the internal workforce of the council	Retain from date the reorganisation was created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
17.41	All records relating to staff transferred to other organisations (TUPE)	Retain from date of transfer	6 years	Dispose	Transfer of Undertakings (Protection of Employment) Regulations 2006	Network storage and hard copy
17.42	Right to work in the UK employment checks	Retain from termination of employment	6 years	Dispose	Asylum & Nationality Act 2006	Network storage
17.43	All records relating to an individual's employment history – paid employment	Retain from termination of employment	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.44	All records relating to the development and implementation of a policy dealing with reports of victimisation in the workplace for council employees	Retain from the date the policy is superseded	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.45	Casework: grievance procedure	Retain from date grievance resolved	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.46	Casework: disciplinary where the case results in dismissal	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.47	All records relating to employment tribunal	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.48	Case files relating to employment tribunal claims and other employment matters	Retain from closure	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.49	All records relating to medical assessments or general information on healthy living	Retain from termination of employment	7 years	Dispose	Limitation Act 1980 (Section 2)	Network storage

17.50	All records relating to employee leave where pay is affected for holiday, jury service, educational, compassionate, unpaid and so on	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.51	All records relating to employee leave where pay is not affected for holiday, jury service, educational, compassionate, unpaid and so on	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.52	All records relating to the leaving process where a pension is not being paid	Retain from termination of employment	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
17.53	All records relating to a secondment to or from the council	Retain from termination of employment	6 years	Dispose	RGLA6.7	Network storage
17.54	All records relating to the discipline of a council employee involving children	Retain from termination of employment	25 years	Dispose	RGLA6.3	Network storage
17.55	All records relating to the leaving process where a pension is being paid	Date of final pension payment	6 years	Dispose	Business requirement	Network storage



## 18. Applicable to Information Governance

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
18.1	Contact details and rationale relating to the management of Data Subject Access Requests (DSARs)	From date of completion	3 years	Review	The information is retained to allow for monitoring and management information in order to track trends across all requestors and multiple or vexatious requests	Network storage
18.2	Supporting documentation relating to the management of DSARs	From date of completion	3 years	Review	Business requirement	Network storage
18.3	All documents relating to the management of security incidents	From date of completion	3 years	Review	Business requirement	Network storage
18.4	All documents relating to the creation of Data Protection Impact Assessments (DPIAs)	From date of completion	See individual DPIA	Review	DPIAs are created for specific processes covered by legislation relevant to that process	Network storage
18.5	All documents relating to the creation of DSA or ISA	From date of completion	See individual DSA or ISA	Review	DSA or ISA are created for specific processes covered by legislation relevant to that process	Network storage

18.6	All records relating to the creation and implementation of policies under Data Protection Act 2018	Date policy expires	3 years	Dispose	Data protection Act 2018	Network storage
18.7	All records relating to the management of the re-use of public sector information	Annual review	1 year	Review	Transparency Act 2015	Network storage

## 19. Applicable to Internal Audit

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
19.1	Supporting paper files, superseded working papers and draft reports relating to work carried out by Internal Audit	Retain from date audit accepted	3 years	Review	Local Government Finance Act 1972	Network storage
19.2	All records relating to counter fraud investigations, including money laundering concerns raised	Retain from completion of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
19.3	National Fraud Initiative (NFI) Data Matching Exercise	From when records are obsoleted. Source data for 12 months, internal records of queries or matches	6 years	Dispose	NFI Code of Data Matching Practice 2008 Data Protection Act 1998	Network storage
19.4	All records relating to financial vetting checks – that is, credit checks	From when records are obsoleted	3 years	Review	Local Government Finance Act 1972	Network storage
19.5	Data on COVID-19 business grants	Date information received	10 years	Dispose	Updated guidance from BEIS was issued on 15/04/2021 which stipulates the retention requirements for Covid grant documentation	Network storage
19.6	All other records relating to work carried out by or relating to Internal Audit, including audit planning records, external quality assessments and so on	Retain from date audit accepted	6 years	Dispose	Local Government Finance Act 1972	Network storage

## 20. Applicable to Learning and Development

		Retention trigger	Retain for	Actions	Retention Source	Comment
20.1	All records relating to the provision of programmes to promote the development of learning and employment	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
20.2	All records relating to training administration	Date of last action	3 years	Review	Evaluation of programme and skills audit purposes	Network storage
20.3	All training course materials	Date of training course	6 years	Review	Course materials may be referred back to make comparison with previous delivery, how it was delivered, and by whom	Network storage
20.4	All records relating to employees training record	Date of employment termination	6 years	Review	Limitation Act 1980 (Section 2)	Network storage iTrent
20.5	All records relating to the management of staff apprenticeships	Retain from end of apprenticeship	6 years	Review	Limitation Act 1980 (Section 2)	Network storage iTrent
20.6	All records relating to workforce development	Year record created	3 years	Review	Refer to HR Service Manager	Network storage
20.7	All records relating to the creation and management of training statistics	Year record created	3 years	Review	Evaluation of programme and skills audit purposes	Network storage

20.8	All records relating to the development and implementation of training programmes	Year record created	3 years	Review	Evaluation of programme and skills audit purposes	Network storage
20.9	All records relating to the development, implementation, and monitoring of the corporate training plan	Date training plan expires	3 years	Review	Evaluation of programme and skills audit purposes	Network storage iTrent
20.10	All records relating to the management of staff operational exercising or training	Date training completed	3 years	Review	Evaluation and monitoring of programme and skills audit purposes	Network storage

## 21. Applicable to Legal Services

		Retention trigger	Retain for	Action	Retention source	Comment
21.1	All records relating to debt enforcement	From year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage and hard copy
21.2	Case files relating to debt recovery	From close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.3	All records relating to access to the Community Legal Service which aims to ensure that people can get information and advice about their legal rights and help with enforcing them	From year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.4	All records relating to the detection and prosecution of benefit fraud	Date case was resolved	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.5	Prosecution case files	Date case was resolved	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.6	All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000	Retain from date of court order	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.7	All records relating to civic liability where property or other facilities which are owned and maintained by them cause damage or injury to people or property	From year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy

21.8	All records relating to copyright and intellectual property rights	From date copyright or intellectual property rights end	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.9	All records relating to general common law issues	From date of closure	6 years	Delete	Business requirement	Network storage and hard copy
21.10	All records relating to compulsory purchase orders	From date of purchase	12 years	Review	Compulsory Purchase Act 1965	Network storage and hard copy
21.11	All records relating to the compulsory acquisition of property	From date of acquisition	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.12	All records relating to land reclamation projects	From date of last action on the project	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.13	All records relating to the voluntary acquisition of property	Date property acquired	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.14	All records relating to the registration of publicly owned land and property	Date land acquired	12 years	Review	Business requirement	Network storage and hard copy
21.15	All records relating to actions founded on a simple contract	Retain from last action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.16	All records relating to contracts founded on a speciality	From date of case action	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.17	Case files relating to the receipt and preparation of contract documents	From close of case	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.18	Case files relating to the release of bonds	From close of case	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy

21.19	Company formation, contracts or similar matters	From date company closed	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.20	All records relating to the disposal of publicly owned equipment	From date equipment disposed of	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.21	All records relating to the disposal of publicly owned land and property	From date property disposed of	15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.22	Case files relating to grant of easement to the client	Retain from close of case	15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.23	Case files relating to leases, tenancy agreements, licences to be granted to the client	Retain from close of case	15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.24	Case files relating to legal charges (other than charges under section 22 of the Health and Social Services and Social Security Adjudications Act 1983)	Retain from close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.25	Case files relating to the redemption of mortgages (other than s22 charges) on sale or remortgage of property	Retain from close of case	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.26	Case files relating to Deed of Release/Rectification/Variation by client	Retain from close of case	15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.27	Case files relating to licences for assignment, under-letting, alterations relating to leases	Retain from close of case	15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.28	Conveyancing – acting for vendor on sale of the whole of the title		15 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy



21.29	Conveyancing – acting for purchaser		Permanent	Review	Business requirement	Network storage and hard copy
21.30	Conveyancing – acting for vendor who retains part of the title	Retain from completion of action	Permanent	Review	Business requirement	Network storage and hard copy
21.31	Loan consents relating to loans made	Retain date of last payment on loan	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.32	All records relating to the recovery of land	Retain from date of case action	12 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.33	Case files relating to injunction proceedings	Retain from close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.34	Case files relating to injunctions under the Town and Country Planning Acts	Retain from close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.35	Case files relating to Magistrate's Courts proceedings	Retain from close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.36	Case files relating to the prosecution of breaches or review of community orders	Retain from close of case	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.37	Documents under seal	From date of seal	Permanent	Review	Business requirement	Network storage and hard copy
21.38	Statutory declarations (property)	From date of signing	Permanent	Review	Business requirement	Network storage and hard copy
21.39	Applications for Certificates of Proposed Use or Development	From date of file closure	1 year	Dispose	Business requirement	Network storage and hard copy

21.40	Applications for Certificates of Existing Use or Development	From date of file closure	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.41	S106 and Deed of Variation	From date of file closure	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
21.42	Statutory declarations (planning)	From date of file closure	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy

## 22. Applicable to Licensing

		Retention trigger	Retain for	Action	Retention source	Comment
22.1	All records relating to the administration of personal alcohol and entertainment licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.2	All records relating to the administration of the licences for premises which sell alcohol and provide regulated entertainment	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.3	All records relating to the administration of temporary event notices	From date of event	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.4	All records relating to the administration of house-to-house collection licence schemes	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.5	All records relating to the administration of licences for sex establishments	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.6	All records relating to the administration of street collection licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.7	All records relating to the administration of street trading licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.8	All records relating to the administration of street vending licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.9	All records relating to the administration of pavement licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac

22.10	All records relating to the administration of club gaming permits	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.11	All records relating to the administration of club machine permits	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.12	All records relating to the administration of family entertainment centre gaming machine permits	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.13	All records relating to the administration of licences for gambling premises licence	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.14	All records relating to the administration of gambling premises temporary use notices	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.15	All records relating to the administration of licensed premises gaming machine permits	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.16	All records relating to the administration of prize gaming permits	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.17	All records relating to the administration of licences for track betting	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.18	All records relating to the administration of track gambling premises occasional use notices	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.19	All records relating to the administration of hackney carriage vehicle licence	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.20	All records relating to the administration of private hire vehicle licence	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac

22.21	All records relating to the administration of private hire operator's licence	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.22	All records relating to the setting the level of hackney carriage (taxi) fares for licensed taxis in the local authority area	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.23	All records relating to the administration of scrap metal site and collectors' licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.24	All records relating to the provision of designated taxi ranks at key areas within the authority boundaries	Date use of taxi rank ends	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.25	All records relating to the provision of club premises certificates	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac
22.26	All records relating to applications for and management of combined drivers' licences	Date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage Assure, Lalpac

## 23. Applicable to Markets

		Retention trigger	Retain for	Action	Retention source	Comment
23.1	All records relating to the licensing and monitoring of street traders and street trading	Date licence expires or date of the resolution of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
23.2	All records relating to the administration of market event licences	Date licence expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
23.3	All records relating to the rental of market stalls	Year records created	6 years	Dispose	HMRC – Compliance Handbook Manual CH15400	Network storage and hard copy
23.4	Information on the locations, opening times and facilities of permanent or temporary markets within the local authority area. Also includes information for prospective and existing stallholders	Year records created	1 year	Dispose	Business requirement	Network storage and hard copy

## 24. Applicable to Operations – Facilities

		Retention trigger	Retain for	Action	Retention source	Comment
24.1	All parking fines (penalty charge notices (PCNs)) issued under civil parking enforcement (CPE) regulations and appeals	Year record created	6 years	Review	Traffic Management Act	Network storage
24.2	All Traffic Regulation Orders issued by the council and Suffolk County Council requiring enforcement	Year record created	As long as current	Review	Traffic Management Act	Network storage
24.3	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	From date the carpark is no longer operated by the council	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.4	All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations	From date the residential zone is removed from the scheme	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
24.5	All records relating to the issuing of parking permit or voucher schemes for residents who keep and use a car, van or motorcycle on a full-time basis within a controlled parking zone – car parks service area point of view deal only with social care and contractor permits	From date the permit expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage

24.6	All records relating to the release of closed circuit television (CCTV) evidence	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.7	All records relating to the management of Town Centre CCTV	From date of filming	28 days	Review	CCTV Code of Practice (Revised Edition 2008) section 8.3	Network storage
24.8	All records relating to the provision and management of public conveniences	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.9	All records relating to internal room bookings where a recharge is made	From creation of record	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.10	All records relating to facilities management services provided to local authorities (for example, CCTV)	From creation of record	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.11	All records relating to the management of service level agreements for buildings owned by local authorities (Verse)	Retain from date the service level agreement expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.12	All records relating to the provision of security in local authority buildings (Verse – CCTV, alarms and so on)	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.13	Fire risk assessments	Year record created	15 years	Review	Regulatory Reform (Fire Safety Order) 2005	Network storage
24.14	All records relating to the provision or organisation of festive decorations such as lights, Christmas tree and so on, to be installed over the festive season	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage



24.15	All records relating to footways, carriageways and public car park inspections	From date of inspection	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.16	Capital works programmes relating to car parks, facilities and highways	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
24.17	Applications for new and replacement street signs	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

## 25. Applicable to Operations – Leisure

		Retention trigger	Retain for	Action	Retention source	Comment
25.1	All records relating to the sale of gifts and publications	Year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage
25.2	All records relating to the management of wedding venues owned by the council	From date licence expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.3	All records relating to the commissioning of works of art from local or other artists for display in public buildings or other art exhibitions in the area	From date of end of ownership	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.4	All records relating to the support and development of arts in the local community	Year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage and hard copy
25.5	All records relating to the administration of music rooms and recording studios	Year record created	6 years	Review		Network storage
25.6	All records relating to the provision of exhibitions in public buildings or open spaces	Year record created	3 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.7	All records relating to the organisation and management of outdoor events	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.8	All records relating to the management of tourist information centres	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

25.9	All records relating to permissions granted to hold events and activities on publicly owned land	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.10	All records relating to the placing of tourist signs	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.11	All records relating to the allocation of sports grants	Year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage
25.12	All records relating to the provision of leisure activities for older people within the community. This may include cultural, sporting and other organised social activities	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.13	All records (excepting financial) relating to the provision of catering services for functions or refreshments and vending facilities in public buildings	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.14	Financial records relating to the provision of catering services for functions or refreshments and vending facilities in public buildings	Year record created	6 years	Review	HMRC - Compliance Handbook Manual CH15400	Network storage
25.15	All records (except financial) relating to the booking of conference halls and meeting rooms available for hire from the local authority	Year record created	3 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.16	Financial records relating to the booking of conference halls and meeting rooms available for hire from the local authority	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

25.17	All records relating to the accessibility of websites – relevant to Apex, West Stow and What's on websites	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.18	All records relating to the organisation and management of outdoor events (highways only)	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.19	All records relation to the provision of information and advice about local organisations and clubs that provide leisure and social activities in the area, which are targeted at specific groups of people	Year record created	6 years	Review	Retained for background/cross reference to other requests/support given in local area to other parties	Network storage
25.20	All records relating to the management of leisure pass schemes	From date pass expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.21	All records relating to the organisation of activities for young people	From date of activity	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.22	All records relating to the provision of outdoor activity centres for use by schools or other groups	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
25.23	All records relating to partnership with local, regional and national partners to create equitable and sustainable opportunities for sports participation at every level	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

## 26. Applicable to Operations – Parking Services

		Retention trigger	Retain for	Action	Retention source	Comment
26.1	All records relating to the development, implementation and management of car parks which are owned and run by the local authority	From date the carpark is no longer operated by the council	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
26.2	All records relating to the provision of designated parking bay areas may be provided for registered disabled drivers	From date the carpark is no longer operated by the council	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
26.3	All records relating to the determination of parking regulations (residents and visitor parking) on council property and for enforcement of those regulations – the council deals only with off street parking only	From date the residential zone is removed from the scheme	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy
26.4	All records relating to the issuing of parking permit or voucher schemes for residents who keep and use a car, a van or motorcycle on a full-time basis within a controlled parking zone – car parks service area point of view deal only with social care and contractor permits	From date the permit expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage

26.5	All records relating to the creation (Suffolk County Council (SCC)), implementation (SCC and Customer Services) and monitoring (Car Parks) of controlled parking schemes (from enforcement point of view)	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
26.6	All records relating to the enforcement of on street parking regulations (meters, residential parking bays, yellow lines and so on) within the local authority area	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
26.7	List of car parks owned and run by the local authority, their locations, and tariffs	From date the carpark is no longer operated by the council	The information is retained as long as the car park still our responsibility, for purposes of transparency	Dispose	Limitation Act 1980 (Section 2)	Network storage

## 27. Applicable to Payroll

		Retention trigger	Retain for	Action	Retention source	Comment
27.1	All records relating to payment of employees	Date of transaction	6 years	Dispose	Taxes Management Act 1970 Audit Commission Act 1998	Network storage iTrent
27.2	All records relating to the management of staff overtime payments	Date record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage iTrent
27.3	All records relating to Income Tax and National Health Insurance returns	Retain from end of the financial year to which records relate	6 years	Dispose	Income Tax (Employment) Regulations 1993	Network storage iTrent
27.4	All records relating to Inland Revenue approval	Retain from creation of record	Permanently	Review	Recommendation by CIPD	Network storage iTrent
27.5	All records relating to relocation claims	Retain from end of the financial year to which records relate	6 years	Dispose	Income Tax (Employment) Regulations 1993	Network storage iTrent
27.6	Any documentation relating to an individual in receipt of a pension	LGPS requires 13 years of pay data if the employee has ever been downgraded or on protected pay	13 years	Dispose	The Pensions Regulator/LGPS scheme regulations	Network storage iTrent
27.7	All records relating to the administration of parental leave where the child is disabled	Retain from date of birth of child	18 years	Dispose	The Maternity and Parental Leave etc. Regulations 1999	Network storage iTrent

27.8	All records relating to the administration of Statutory Maternity Pay	Retain from tax year in which maternity leave ended	6 years	Dispose	Statutory Maternity Pay (General) Regulations 1986	Network storage iTrent
27.9	All records relating to the administration of Statutory Sick Pay	Retain from tax year in which sick pay relates	6 years	Dispose	Statutory Sick Pay (General) Regulations 1982	Network storage iTrent
27.10	All records relating to the management of a recharged telephone service to staff	Retain from creation of record	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage iTrent
27.11	All records relating to expenses and allowances paid to councillors including the publication of this information	Year record created	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage iTrent
27.12	All records relating to the administration of parental leave where the child is not disabled	Retain from child's date of birth	6 years	Dispose	HMRC - Compliance Handbook Manual CH15400	Network storage iTrent



## 28. Applicable to Planning Development

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
28.1	All records relating to planning permission for certain types of advertisements and advertisements in specified areas	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990 and Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.2	All records relating to the management of the planning applications system	Date record obsoleted/system information unnecessary	Not limited (bound by previous column)	Dispose	Information retained to allow for effective management and administration of planning systems and records	Network storage Uniform
28.3	All records relating to the enforcement of development control	Date of the resolution of any enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage Uniform, hard copy
28.4	Case files relating to breach of condition notices	Close of case	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage Uniform
28.5	Case files relating to planning contravention notices	Close of case	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage Uniform

28.6	All records relating to the management of the development control process (excluding parts of the process included in other parts of the schedule)	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990 and Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.7	All records relating to the creation and implementation of Certificates of Lawful Use or Development	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990 and Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.8	All records relating to the management of public enquiries related to planning issues	Year record created	15 years	Dispose	Business requirement	Network storage Uniform
28.9	All records relating to the planning consultation process	Date of parent application obsolescence	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.10	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990	Parent S106 agreement record obsoleted	6 years	Dispose	Record retained for reference to the relevant	Network storage Uniform

					S106 agreement	
28.11	All records relating to the creation and publication of formal planning decision notices	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.12	All records relating to the discharge of planning conditions	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.13	All records relating to planning minor material amendments	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform

28.14	All records relating to planning non-material amendments	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.15	All records relating to applications for and management of outline planning consents	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.16	All records relating to planning pre-application advice	Year record created	15 years	Dispose	Business Requirement	Network storage Uniform
28.17	All records relating to applications for and management of planning applications for approval of reserved matters	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform

28.18	All records relating to applications for and management of prior notifications of development	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.19	All records relating to the removal/variation of planning conditions	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform
28.20	All records relating to applications for and management of Certificates of Lawful Use or Development for proposed use (CLOPUD)	Date record obsoleted	Not limited (bound by previous column)	Dispose	S69 of Town and Country Planning Act 1990, Article 40 of Town and Country Planning (Development Management Procedure) Order 2015	Network storage Uniform

## 29. Applicable to Planning Strategy

		Retention trigger	Retain for	Action	Retention source	Comment
29.1	All records relating to the creation, implementation and management of statutory development plans and supplementary planning documents	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.2	All records relating to the creation and management of local development orders	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.3	All records relating to the creation and implementation of neighbourhood development orders and neighbourhood plans	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.4	All records relating to the creation and implementation of planning obligations (also known as Section 106 agreements)	From creation of record	Not limited (bound by previous column)	Dispose	Business requirement	Network storage and hard copy
29.5	All records relating to the creation and implementation of the Community Infrastructure Levy	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.6	All records relating to the provision of advice and consultation to those who are considering carrying out any works on property within a conservation area or a listed building (pre-application)	Retain from year record created	15 years	Dispose	Business requirement	Network storage and hard copy

29.7	All records relating to the management of conservation areas (Conservation Area Appraisals)	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.8	Conservation Area and Listed Buildings	Until plan superseded	Not limited (bound by previous column)	Review	Business requirement	Network storage and hard copy
29.9	All records relating to the assessment of complaints in relation to high hedges	From date of decision	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage and hard copy

### 30. Applicable to Policy, Planning and Performance

		Retention trigger	Retain for	Action	Retention source	Comment
30.1	All records relating to consultations concerning service delivery	Year record created	6 years	Review	Information from consultations supports decisions made and may need to be referred to in the event of a subsequent review of the decision	Network storage and online survey software
30.2	All records relating to the development, implementation and monitoring of equality and diversity policies	Date policy expires	6 years	Review	Information from policy development supports decisions made and may need to be referred to in the event of a subsequent review of the decision	Network storage
30.3	All records relating to the publication of information from a national census or other surveys relating to the local area	Year survey published	6 years	Review	Surveys help build an evidence base for the area and show changes over time	Network storage
30.4	All records relating to creation, implementation and monitoring of a strategic plan for the council	Date plan expires	6 years	Review	To support development of subsequent plans	Network storage



## 31. Applicable to Private Sector Housing

		Retention trigger	Retain for	Action	Retention source	Comment
31.1	All records that relate to a complaint, notification or enquiry worksheet or case	Closure of complaint	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.2	All records that relate to an enforcement notice that has a specified expiry date and no specified retention period	Closure of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.3	All records that relate to an enforcement notice that has no expiry date and no specified retention period	Revocation	6 years	Dispose	Prohibition Orders, Abatement Notice can last indefinitely	Network storage M3
31.4	All physical evidence relating to a prosecution	Expiry of appeal period	6 years	Review	Limitation Act 1980 (Section 2)	Hard copy and tape
31.5	All records relating to prosecution	Expiry of appeal period	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.6	All records relating to a CPN	Payment of charge	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.7	All enforcement notices lodged as a local land charge – for example, housing	Payment of charge, completion of works or revocation	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.8	All records of works in default leading to a local land charge	Payment of charge	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.9	All records relating to the investigation or enforcement of an empty property	Property brought back into use	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.10	Enforcement notices with specified retention periods	From specified retention date	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3 and hard copy

31.11	All records relating to the payments to assist with the payment for a funeral	Date of repayment	6 years	Dispose	Limitation Act 1980 (Section 2) & HMRC - Compliance Handbook Manual CH15400	Network storage M3
31.12	All records relating to the public register of public health funerals	Date of funeral	10 years	Dispose	Public health funerals: good practice guidance - GOV.UK (www.gov.uk)	Network storage M3 and public register
31.13	All records relating to mandatory disabled facilities grants	Date of last payment of grant	6 years	Dispose	Limitation Act 1980 (Section 2) & HMRC - Compliance Handbook Manual CH15400	Network storage M3 and hard copy
31.14	All relating to discretionary grants, repair or improvement	Date of last payment of grant	6 years	Dispose	Housing Act 1985 Reg Reform Order. Condition of grant	Network storage M3 and hard copy
31.15	All records relating to the registration of a fit and proper person as a caravan site licence holder on the public register	Removal from register (max of 5 years from registration unless renewed)	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3 and public register
31.16	All records relating to the registration of houses in multiple occupation on the public register	Removal from register (max of 5 years from registration unless renewed)	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.17	All records relating the inspection of properties	Date of inspection	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3

31.18	All records relating to the licensing of houses in multiple occupancy	Date licence expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.19	All records relating to stray dog service and related activities	Case closed	6 years	Dispose	Limitation Act 1980 (Section 2) & Env Protection Act	Network storage M3 and hard copy
31.20	All records relating to the caravan site public register	Removal from register	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3 and public register
31.21	All records relating to the licensing of residential or holiday – static or holiday-tourer caravan sites and camping sites	Date of licence expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3 and hard copy
31.22	All records relating to the inspection and enforcement relating to residential or holiday caravan and camping site	Date of application or issue	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3
31.23	All records relating to the provision and management of permanent or transit sites for use by travellers within the areas including dealing with unauthorised use of land by traveller communities	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage M3

## 32. Applicable to Procurement

		<b>Retention trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention source</b>	<b>Comment</b>
32.1	All records relating to the management of contracts for goods and services where the contract is under seal	From last action on the contract	12 years	Review	Limitation Act 1980 (Section 8)	Network storage
32.2	All records relating to the management of contracts for goods and services where the contract is under signature	From last action on the contract	6 years	Review	Limitation Act 1980 (Section 5)	Network storage
32.3	All records relating to the provision of a list of contracts for work to be undertaken on behalf of the local authority that are currently available for tender, or are coming up for tender	Year record created	1 year	Review	Best practice, CPR 11.5	Network storage
32.4	All records relating to evaluation criteria used to evaluate a contract	Retain from date contract awarded	6 months	Review	Best practice, CPR 11.5	Network storage
32.5	All records relating to successful tenders	Retain from award of contract	6 months	Review	Best practice, CPR 11.5	Network storage
32.6	All records relating to unsuccessful tenders	Retain from award of contract	6 months	Review	Best practice, CPR 11.5	Network storage
32.7	All records relating to the creation and monitoring of service level agreements	Retain from date service agreement expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
32.8	All records relating to prequalification questionnaires	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
32.9	All records relating to the development and implementation of procurement policy	Date policy expires	6 years	Review	Best practice, CPR 11.5	Network storage

### 33. Applicable to Property

		Retention trigger	Retain for	Action	Retention source	Comment
33.1	All records relating to the release of CCTV evidence	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Hard copy
33.2	All records relating to the management of town centre CCTV	From date of filming	31 days	Review	CCTV Code of Practice (Revised Edition 2008) section 8.3	Network storage VTAS
33.3	All records relating to the provision and management of public conveniences	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.4	All records (excepting financial) relating to the provision of catering services for functions or refreshments and vending facilities in public buildings	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.5	All records relating to the provision of an external estates management services for land and property in the area	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.6	All records relating to accessibility of buildings owned by public authorities	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.7	All records relating to the installation of any new or replacement domestic oil storage tanks in properties belonging to the council (note: only 4 domestic properties)	From date that use of building ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.8	All records relating to the inspection and monitoring of air conditioning units	From date that use of building ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

33.9	All records relating to the management of regeneration projects	From last action on the project	12 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.10	All records relating to financial support provided for commercial property development	Retain from date of last payment	6 years	Review	HMRC - Compliance Manual Handbook CH15400	Network storage
33.11	All records relating to the provision of office and industrial business space owned by the council for rent to businesses in the local community	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.12	External information and advice on vacant industrial, office, retail, land and development opportunities in the area	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.13	All records relating to the management on air handling units in properties owned by the council	Retain from creation of records	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.14	Asbestos register	Year record created	40 years	Review	Control of Asbestos Regulations 2012	Network storage and Sharepoint
33.15	All records relating to the provision of catering services to staff (including food hygiene checks)	Retain from creation of record	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.16	All records relating to the provision of facilities for staff	Retain from date the use of the facility ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
33.17	All records relating to building disposal	Retain from date the uses of the building ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

33.18	All records relating to building disposal	Retain from date the uses of the building ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.19	All records relating to building acquisition	Retain from date the use of the building ceases	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.20	All records relating to the certification of buildings (listed and significant)	Retain from date of building completion	15 years	Review	Building Control Performance Standards	Network storage
33.21	All records relating to the certification of buildings (not listed buildings)	Retain from date of building completion	15 years	Review	Building Control Performance Standards	Network storage
33.22	All records relating to the design and construction of buildings (listed buildings)	Retain from date of building completion	15 years	Review	Building Control Performance Standards	Network storage
33.23	All records relating to the valuation of property	Retain until date the valuation is superseded	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.24	Records relating to the management of council properties which are owned or leased by the council, but which have not been built by the council	Retain from date of council usage	15 years	Review	Building Control Performance Standards	Network storage
33.25	Surveys of buildings owned by councils	Retain from date of building disposal	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.26	Display energy certificates	Retain from end of council use	10 years	Review	Energy Act	Network storage
33.27	Risk assessments (relating to hazardous substances)	Retain from date of closure	40 years	Review	Control of Substances Hazardous to Health Regulations 1997 and 2002	Network storage

33.28	All records relating to internal room bookings where a recharge is made	Date record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage and hard copy
33.29	All records relating to facilities management services provided to local authorities (for example, CCTV)	Date record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.30	All records relating to the management of service level agreements for buildings owned by local authorities (Verse)	Retain from date SLA expires	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.31	All records relating to the provision of security in local authority buildings (Verse – CCTV, alarms and so on)	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.32	All records relating to planned maintenance on council land and property	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.33	All records relating to the refurbishment of buildings owned by the local authority	Year record created	Contract under seal - 12 years, contract not under seal - 6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.34	Fire risk assessments	Year record created	15 years	Review	Regulatory Reform (Fire Safety) Order 2005	Network storage
33.35	All records relating to the provision and maintenance of all car parking facilities attached to council buildings	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage



33.36	Records relating to the provision and maintenance of water supplies in council offices	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.37	All records relating to the provision or organisation of festive decorations such as lights, Christmas tree and so on, to be installed over the festive season	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Contractor's storage
33.38	All records relating to the maintenance and preservation of sites of historical or cultural interest and ancient monuments within the local authority areas	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.39	All records relating to the maintenance of memorials where the memorial is a listed building	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.40	All records relating to the provision of caretaking services in council property (Verse)	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.41	All records relating to the repair of communal lighting	Year record created	6 years	Review	Limitation Act 1980 (Section 2)	Network storage including Outlook
33.42	All records relating to permissions granted to hold events and activities on publicly owned land	Year record created	7 years	Review	Limitation Act 1980 (Section 2)	Network storage
33.43	All records relating to asbestos inspections in council buildings	From date of inspection or action	50 years	Review	Control of Asbestos at Work Regulations 2012	Network storage
33.44	Risk Assessments relating to land and property in public ownership	From date the risk assessment is superseded	6 years	Review	Limitation Act 1980 (Section 2)	Network storage

### 34. Applicable to Waste and Street Scene

		Retention trigger	Retain for	Action	Retention source	Comment
34.1	All records relating to the development, implementation and monitoring of waste reduction programmes	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
34.2	All records to the provision of recycling bags and containers	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.3	All records relating to the provision and management of recycling collection sites	Date use of site ceases	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.4	All records relating to the removal of abandoned shopping trolleys	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.5	All records relating to the management of any vehicles reported as abandoned on local roads or property	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.6	All records relating to the removal of dead animals from publicly accessible area	From date of removal of dead animals	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.7	All records relating to the provision of bins for the collection of dog waste in local public areas	Year record created	3 years	Dispose	Limitation Act 1980 (Section 2)	Network storage
34.8	All records relating to the monitoring and enforcement of action against dog fouling	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.9	All records relating to monitoring and dealing with flyposting	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec

34.10	All records relating to enforcement action taken against fly tippers	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.11	All records relating to the removal of fly- tipping waste which has been dumped by fly-tippers	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.12	All records relating to the reporting and removal of graffiti from buildings	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.13	All records relating to the provision and maintenance of litter bins	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.14	All records relating to the enforcement of litter dropping schemes	Year record created	6 years	Dispose	HMRC Compliance Handbook manual CH15400	Network storage - Bartec
34.15	All records relating to the removal of litter from and the sweeping of the streets	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.16	All records relating to market cleaning	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.17	All records relating to street cleaning	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.18	All records relating to the development, implementation and monitoring of the Area Waste Plan	From date plan expires	Dispose on expiration	Dispose	Limitation Act 1980 (Section 2)	Suffolk Waste Partnership website
34.19	All records relating to bulky household waste collections	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.20	All records relating to the collection of clinical household waste	Year record created	6 years	Dispose	Hazardous Waste Directive 2005	Hard copy

34.21	All records relating to the collection and safe disposal of clinical waste	Year record created	6 years	Dispose	Hazardous Waste Directive 2005	Hard copy
34.22	All records relating to the provision of bins for the collection of trade waste	Year record created	6 years	Dispose	HMRC – Compliance Handbook Manual CH15400	Network storage - Bartec
34.23	All records relating to the provision of a regular commercial trade waste collection from local businesses	Year record created	6 years	Dispose	HMRC – Compliance Handbook Manual CH15400	Network storage - Bartec
34.24	All records relating to the special collection of commercial waste	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.25	All records relating to the collection of waste which is of a hazardous nature and cannot be disposed of through regular household or business waste collections	Year record created	6 years	Dispose	Hazardous Waste Directive 2005	Network storage – Bartec and hard copy
34.26	All records relating to the collection of household garden waste	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.27	All records relating to the monitoring and enforcement of household waste accumulation – environmental health	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.28	All records relating to any assisted refuse collection service provided to residents who, through illness or infirmity, are unable to put out their refuse and do not have anyone else to assist them	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec

34.29	All records relating to the provision of household waste containers	Year record created	2 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.30	Waste site inspections records	From date of inspection	6 years	Dispose	Limitation Act 1980 (Section 2)	Hard copy
34.31	Waste site permits records	From date permit expires	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage – Bartec and hard copy
34.32	All records relating to the enforcement of household waste regulations	Date from end of enforcement action	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.33	All records relating to the enforcement of the duty of care concerning the disposal of refuse	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.34	All records relating to residential recycling collections	Year record created	3 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.35	All records relating to the provision of council owned skips available for hire to residents and local businesses for waste disposal	Year record created	6 years	Dispose	Environmental Protection Act 1980	Network storage - Bartec
34.36	All records relating to the removal and disposal of needles, syringes and other drug related items that are discarded in the environment and which may pose a risk to public safety	Year record created	6 years	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec
34.37	All records relating to the provision of general information about waste, recycling, education and enforcement	Year record created	1 year	Dispose	Limitation Act 1980 (Section 2)	Network storage - Bartec

## **Appendix B: Re-opening High Streets Safely Fund, West Suffolk Council**

### **1. How long records should be kept**

All documents and electronic records will be retained for two years after the audit authority submits the Annual Control Report in which the final expenditure for the completed project is included (not two years after submission of final claim).

Documents will be made available to the European Commission and European Court of Auditors upon request with Article 140(1) of Regulation (EU) No 1303/2013.

In addition to this rule:

- document retention requirements under any applicable state aid rules (either General Block Exemption Regulation (GBER) (Commission Regulation (EU) No 651/2014) or De Minimis (Commission Regulation (EU) No 1407/2013) will be adhered to. Detailed records and supporting documentation will be kept for 10 years after the last aid is granted under the scheme until 2023, meaning documents will be retained until at least 2033
- local authorities will need to retain documents to evidence compliance with the EU regulations governing European Regional Development Fund (ERDF) funding.

Prior to destruction of any documents, confirmation will be sought from the managing authority.

### **2. What records should show**

Core documentation will include:

- all ERDF related documentation, including work carried out during development, pre-application, application and during and after the project
- the GFA, including any revised versions with supporting correspondence of approval of changes
- correspondence from and to the Ministry of Housing, Communities and Local Government (MHCLG)

- quarterly claim forms
- working paper claim calculations, FRIC methodologies
- audit trail for any procurement undertaken for the project
- if applicable, any state aid approved scheme
- if applicable, an asset register.

In addition:

- all project expenditure – invoices, bank statements or equivalent – showing how payments were made
- evidence of open and fair procurement of goods and services – retain all documentation, including advertising and contract notices, quotes or tenders, scoring methodology. Refer to national procurement guidance for further information: [Assets Publishing Service – ESIF National Procurement Requirements \(ESIF-GN-1-001\)](#)
- compliance with publicity requirements – copies of all publicity materials including press releases and marketing
- compliance with equal opportunities and environmental sustainability requirements
- all documentary evidence substantiating outputs and results declared in claims and on completion of project.

### **3. Acceptable forms of documentation**

Any copies of original versions will be certified by the project manager as conforming to the original document. The example below will be used.

I certify that this is a true copy of the original document:

Signed

Date

Position in organisation

Name of organisation

All electronic documents will be kept for the same duration as required for paper copies.

Exchanges of data and transactions will bear an electronic signature compatible with Directive 1999/93/EC.